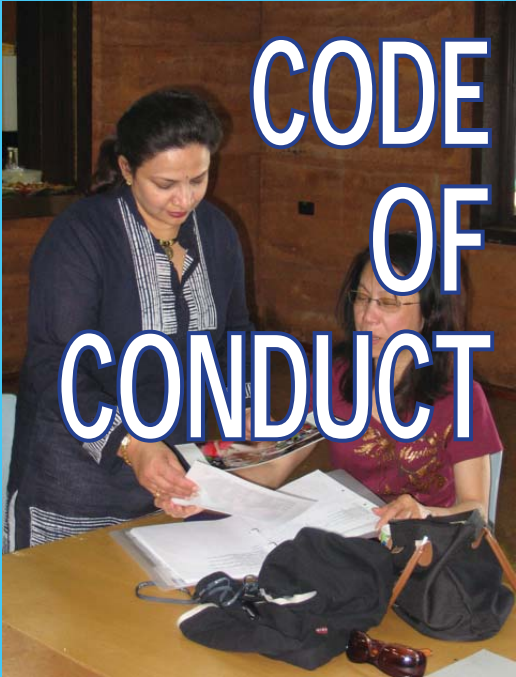




THE AUSTRALIAN
ASIAN ASSOCIATION OF WA. INC.



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Code of Conduct

for staff and volunteers in the workplace

This Code of Conduct is a set of rules outlining the behaviour of staff and volunteers in the work place of the Australia Asian Association in Perth, Joondalup and Gosnells. It is intended as a guide to avoid confusion and possible conflict.

All staff will be provided with a copy of this code and failure to abide by the Code may lead to disciplinary actions.

Employees agree to:

- * Abide by the philosophy and Mission Statement of the Association.
- * Observe all the rules and regulations authorised by the Executive Committee from time to time.
- * Represent the Association in a positive way at all times.
- * Maintain the confidentiality of all information gathered in the course of the employees' work.
- * Exercise the grievance procedure outlined in the Policy and Procedures Manual to try to resolve any conflicts.
- * Treat all clients with courtesy, respect and consideration at all times.
- * Bring to the knowledge of the CEO / Management Committee any complaints or dissatisfaction expressed by clients and or stakeholders.
- * Not to act in any way that can be interpreted as harassment, physical or verbal abuse of clients, stakeholders or guests of the Association.
- * Not to give advice which is not accurate in content to clients, stakeholders or visitors.
- * To comply with the requirements of the Worker's Compensation Act by not leaving the workplace without advising management of the reason / purpose, duration of the absence.
- * To strive at all times to maintain a team spirit and excel in the work undertaken for the Association.